

◆◆ CAREER OPPORTUNITY ◆◆

United States Bankruptcy Court Western District of Oklahoma

Position Title:	CHIEF DEPUTY
Location:	Oklahoma City, Oklahoma
Opening Date:	June, 1, 2004
Closing Date:	Until Filled
Starting Salary Range:	\$82,438 - \$142,174 per year (Depending on qualifications)

BACKGROUND

The Bankruptcy Clerk's Office for the Western District of Oklahoma consists of 42 employees who support 3 judicial officers and staffs located in the Old Post Office Building in downtown Oklahoma City. The Chief Deputy position is a senior level management position reporting directly to the Clerk of Court and is responsible for the day-to-day administration and supervision of the office.

DUTIES AND RESPONSIBILITIES

In the absence of the Clerk, the Chief Deputy, assumes the functions and responsibilities of the Clerk. The Chief Deputy is primarily responsible for the daily operations, administration and supervision of the Clerk's office in Oklahoma City. Working closely with the management team and all staff, the Chief Deputy will develop, implement and refine office policies, procedures and programs. The Chief Deputy will also assist the Clerk in analyzing and revising organizational structure; establish long range schedules, priorities and deadlines for completion of work assignments and special projects; assist in preparation and management of the court's annual budget and financial activities; and assist in the development and implementation of computer operations for the court.

MINIMUM QUALIFICATIONS

A Bachelors Degree and a minimum of six years of progressively responsible administrative, professional, investigative, technical or other responsible work which provided an opportunity to gain a general knowledge of management practices and administrative processes, skill in dealing with others in

person-to-person work relationships and the ability to exercise mature judgment. Must be able to perform job functions without supervision and direct the activities of others. Must be able to carry out various written instructions and follow oral instructions. Must be able to speak clearly and deliver information in a logical and understandable sequence. Must be able to effectively handle multiple, simultaneous, and changing priorities. Must be capable of dealing calmly and professionally with numerous different personalities at various levels within and outside the organization. Must be able to perform responsibilities with composure under the stress of deadlines/requirements for accuracy and quality and/or fast pace. Must be able to exercise highest level of discretion and maintain confidentiality under all situations. At least three of the six years of experience must have been progressively more responsible culminating in a significant management position, preferably in public or judicial administration. Applicants may substitute a master's degree in business, public or judicial administration or related discipline, or completion of a Juris Doctor degree for two years of specialized experience.

CRITICAL COMPETENCIES

The successful applicant will exhibit the following characteristics:

- **Communication** - demonstrated capacity of: approachability, composure, directing others, interpersonal savvy, and peer relationships.
- **Directing** - demonstrated effectiveness in: managing diversity, innovation management, managing through systems, and building effective teams.
- **Personal** - individual temperament of: compassion, ethics and values, fairness, integrity and trust, patience, and technical learning.

BENEFITS

Employees of the U.S. Bankruptcy Court are entitled to benefits which include the federal retirement systems, health and life insurance programs, paid holidays, leave accrual, and periodic salary increases. Qualified persons are invited to submit a resume to:

**United States Bankruptcy Court
Western District of Oklahoma
215 Dean A. McGee Ave.
Oklahoma City, Oklahoma 73102**

INFORMATION FOR APPLICANTS

- Only the most qualified candidates will be invited to participate in a personal interview.
- The Court is not authorized to reimburse candidates for travel.
- The final candidate will be subject to a limited background investigation by law enforcement agencies.
- Due to the volume of applications received, only those interviewed will receive notification when the vacancy is filled.
- The Federal Financial Management Reform Act requires direct deposit of federal wages for court employees.

◆◆ An Equal Opportunity Employer ◆◆